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# **Aggregate Validation Rules for**

**California School Information Services  
State Reporting and Records Transfer System**

## **File: Language Census (LCEN)**

**For reporting year 2003-2004**

**Version 4.1.0**

**California Department of Education**

**CDE-CSIS Data Integration Project**

**November 25, 2003**

## Revision History

Name	Date	Description of Change	Version
K. Scheff	11/25/2003	<ul style="list-style-type: none"> <li>Identified the aggregate name “TYPE” as “= EL” or “= FEP” for edit checks 5, 13, 18, 29, 30.</li> <li>Move all the notes to the Description for edit check 30.</li> <li>Add aggregate name “REDESIG” to edit check 31.</li> </ul>	4.1.0
K. Scheff	11/24/2003	<ul style="list-style-type: none"> <li>Changed title and text of Edit #14 to be consistent with new data element <i>waiver granted or denied</i>.</li> <li>Removed “only” from edit checks 23 and 29 triggers</li> <li>Edit 27 – modified trigger to state inclusive schools</li> <li>Moved note to “trigger” column in edit #30</li> <li>Separated edit check 32 into three new edit checks.</li> </ul>	DRAFT 4.0.3
K. Scheff	10/17/2003	<ul style="list-style-type: none"> <li>Deleted Edit Checks not to be implemented by CSIS</li> <li>Deleted “SOC/DOC” column as not used.</li> <li>Deleted “Implemented” column</li> <li>Modified edit check 30 to check for difference in percent FEP of EL and FEP</li> <li>Modified edit check 32 to check for &gt; .2 instead of .1</li> </ul>	DRAFT 4.0.2
K. Scheff	9/22/2003	Added Edit Checks 30 through 31	DRAFT 4.0.1

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## Introduction and Purpose

The purpose of this document is to guide the California School Information Services (CSIS) staff in the implementation of appropriate validation processes and procedures to mirror those edit checks currently implemented in the California Department of Education (CDE) Language Census (R30-LC) data collection (LCEN). Validation differs from edit checks in that the CDE receives only aggregate data from local education agencies (LEAs) and CSIS receives individual student, staff, and institution level data. Due to this fundamental difference, CSIS has the capability to validate data both at its lowest form and in an aggregate form.

The CSIS process of validation differs from CDE edit checks in their degree of complexity and the levels at which they can be implemented. CDE receives primarily aggregate data from local education agencies (LEAs) whereas CSIS receives individual student, staff, and institution level data which is later aggregated to produce files to be sent to CDE. Due to this fundamental difference in the level of the data collected, CSIS has the capability to validate data both at its lowest form and in an aggregate form while CDE can only perform edit checks on the aggregated data.

This document provides a list of some of the edit checks that are currently performed on the LCEN data that is submitted to CDE from LEAs not participating in CSIS. CDE is aware that certain existing CDE edit checks are not appropriate as or transferable to CSIS validation rules and do not need to be implemented as validations by CSIS; they are not included in this document. For those edit checks that are included in this document, CSIS must ensure, by whatever means are necessary, that all the data that is sent to CDE will pass all the checks.

For each edit check, CSIS is to determine the most appropriate and effective level at which the validation should be implemented. In general, CDE prefers that validations be done as early in the process as possible, to provide the LEAs with most timely indication of any problems with their data submission.

## Types of Edit Checks

### Time Series Analysis

There are CDE edit checks for time series analysis (also known as trend edits) that require the comparison of current year data with data collected in the previous year. These edit checks will require CSIS to use previous year data from the CDE to implement the validation during the first year that an LEA's data is collected through CSIS. In the following years, CSIS should be able to rely on needed data from their archived files for those LEAs.

### Language Look-up Table; Expected Schools Reference Table

Some edit checks require the use of information found in the *CDE Language Look-up Table* or the *LCEN Expected Schools Reference Table* in order to be implemented. Where one of these tables is required, it is noted in the list of edit checks.

### Errors / Warnings

The list of edit checks includes a column to indicate whether the edit check is an error or a warning. Errors indicate data that is unacceptable and cannot be sent to CDE without correction. Warnings indicate possible data errors, and need to be examined by the LEA to determine whether a correction should be made. Data files must not be sent from CSIS to CDE unless all the **error** edit checks for the data, at whatever point they have been implemented by CSIS, have been passed successfully. Data files sent to CDE may include data that has not passed a **warning** edit check, but CSIS must notify the LEA of each warning and give the LEA the opportunity to review and modify the relevant data.

## Response from CSIS

CDE requests that CSIS respond to this document by providing information that specifies how each of the listed edit checks will be implemented (e.g., as an input validation or an aggregate validation.)

## Notes regarding the Table of Edit Checks

1. The ***LCEN DEA Code*** column indicates the numeric code for the equivalent validation error or warning detected and reported by the LCEN Data Entry Assistant software supported by CDE for use by non-CSIS LEAs for 2003-2004. This software is also used by CSIS LEAs during their first year of participation (parallel testing) and serves as a bridge for the districts to transition to the new system.
2. The ***Title*** column provides the actual DEA edit check name and may indicate that the edit check applies only to certain School or District Ownership Codes (SOC, DOC.)
3. The ***Description*** column provides the actual wording of the CDE DEA detailed edit message, and also includes (in bold italic type) references to some of the associated aggregate field names, taken from the file layouts in the Aggregate File Creation Parameters for reporting year 2002, as an aid to CSIS in the implementation of the rules. It also, where needed, includes notes to CSIS regarding any special requirements or exceptions in the CSIS implementation of the rule.
4. The ***Trigger*** column indicates, for those rules that are to be implemented under only certain conditions, what the trigger condition and associated rule parameters are.
5. The ***Err/Wrn*** column indicates whether the rule should be implemented as an error (E) or as a warning (W) when *Implement* column indicates yes.

**Table of Specific LCEN 2003-2004 Edit Checks**

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
5	Data Import: Not a valid language code	Not a valid language code <b>[LC]</b> . See page 1 of the Language Census form, the last page of the Language Census Instructions, or the Help topic "Language Codes".  <b>NOTE TO CSIS:</b> Implementation of this edit check requires referencing the CDE Language Look-up Table.		E
12	Part 1 & 2.A - Total ELs (Part 1, row 1, col. r) does not match Total ELs (Part 2.A Row 9)	The total number of ELs <b>[TYPE = "EL"]</b> (row 1, column r) <b>[SUM (KINDER through UNGRADED FOR CDS_CODE)]</b> from Part 1 (students enrolled as of March 1) does not match Total ELs from Part 2, row 9 <b>[SETENGIMM + SETALTCRSE + SETMAINCRT + SETMAINREQ + SETOTHINST]</b> . Please correct Part 1 EL counts or Part 2 rows 4 through 9 so that all ELs reported in Part 1 are accounted for in Part 2.A.		E
13	Part 1 & 2.B - Total ELs (Part 1, row 1, col. r) does not match Total ELs (Part 2.B, row 16)	The total number of ELs <b>[TYPE = "EL"]</b> (row 1, column r) <b>[SUM (KINDER through UNGRADED FOR CDS_CODE)]</b> from Part 1 (students enrolled as of March 1) does not match Total ELs from Part 2, Row 16 <b>[SRVELD + SRV_SANDE + SRVP1SUP + SRVP1+ SRVOTH + SRVNONE]</b> . Please correct Part 1 EL counts or Part 2, rows 10 through 16, so that all ELs reported in Part 1 are accounted for in Part 2.B.		E

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
14	Number of waivers granted is more than total number of acted upon	The number of waivers granted <b>[PARWAIVGRNT]</b> exceeds the number of waivers acted upon. <b>[PARWAIVGRANTDENY]</b> . Please adjust either the number of waivers granted or the number of waivers acted upon.		E
15	Part 1 & 5.A - Tchrs rptd for lang. (rows 20-27, cols c, d, or e) & no ELs for that lang. in Part 1	There are teachers reported as providing primary language instruction or paraprofessionals providing services to ELS in Part 5.A in one or more languages <b>[LC]</b> other than English (rows 20-27, columns c, d, or e) <b>[SUM ( CTC+CTC_TRAIN+AIDES)]</b> and there are no ELs <b>[TYPE]</b> reported in Part 1 <b>[SUM (KINDER through UNGRADED FOR CDS_CODE)]</b> for the corresponding language(s). Report only teachers that provide primary language instruction to English learners or paraprofessionals that provide services to English learners from languages reported in Part 1.		E



LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
16	Part 2.B & 5.A – ELs in Part 2, row 13 and no Bil Teachers (Part 5.A., cols c or d)	<p>Students receiving primary language instruction (reported in Part 2, row 13 )  <b>[SRVP1]</b> must receive instruction from teachers with CTC authorization or teachers in training for CTC authorization (reported in Part 5.A., column c or d )  <b>[SUM(CTC+CTC_TRAIN)]</b>. If the EL students are not receiving Primary Language Instruction from such teachers, the students cannot be reported in Part 2, row 13 but should be reported in Part 2, rows 10, 12 or 14 <b>[SRVELD+SRVP1SUP+SRVOTH]</b>. Please refer to the Language Census Instructions.</p> <p>Occasionally teachers provide EL services in more than one school. As specified in the “Language Census Instructions”, a teacher must be counted only at one school. If you reported the teacher providing EL services at another site instead of this site, disregard this warning.</p>		W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
17	Part 1 - EL/FEP grade span does not match CBEDS grade span	<p>The lowest grade level where ELs/FEPs are reported is lower than the lowest grade reported in the October CBEDS of the current school year OR the highest grade level where ELs/FEPs are reported is higher than the highest grade reported on the October CBEDS of the current school year. Please verify that you have entered EL and/or FEP counts in the correct grade level column (Part 1 columns d-q).</p> <p>&gt;&gt; <b>Note:</b> This warning uses CBEDS data that has not yet been certified and will not contain data for some school districts that were late in reporting their CBEDS data.</p>	Apply to schools only when CBEDS lowest and highest grade is not blank.	W
18	Significant Change in number of ELs from previous year	<p>The school's total English learner (EL) count <b>[TYPE = "EL"]</b> (Part 1, row 1, col r) <b>[SUM (KINDER through UNGRADED FOR CDS_CODE)]</b> has either increased or decreased significantly from last year's EL count. Please check that you have entered this year's EL counts correctly.</p> <p>&gt;&gt; Formula: Percent change = [Current ELs - Previous ELs] / Previous ELs] x 100</p> <p><b>NOTE TO CSIS:</b> Implementation of this edit check requires using the <i>Language Census Historical Data File Layout</i> from the <i>CDS-CSIS Reference File Formats Document</i>.</p>	<p>Apply to schools with 10 or more ELs</p> <p>And</p> <p>(1) 10 to 49 ELs at a school - Decrease of 46% or more; Increase of 400% or more.</p> <p>(2) 50 to 199 ELs at a school - Decrease of 29% or more; Increase of 90% or more.</p> <p>(3) 200 or more ELs at a school - Decrease of 11% or more; Increase of 33% or more.</p>	W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
19	Significant Change in number of EL teachers from previous year	<p>The school's English Learner (EL) teacher count (Part 5,row 34) <b><i>[(CLAD_SANDE + SB_SANDE + TRN_SANDE + CLAD_SONLY + SB_SONLY + TRN_SONLY + CLAD_EONLY + SB_EONLY + TRN_EONLY) + SUM(CTC+CTC_TRAIN) for all LC ]</i></b> has either increased or decreased significantly from last year's EL teacher count. Please check that you have entered this year's EL teacher counts correctly.</p> <p>&gt;&gt; Formula: Percent change = [Current EL teachers - Previous EL teachers ) / Previous EL teachers] x 100</p> <p><b>NOTE TO CSIS:</b> Implementation of this edit check requires using the <i>Language Census Historical Data File Layout</i> from the <i>CDS-CSIS Reference File Formats Document</i>.</p>	<p>Apply to schools with 10 or more EL teachers</p> <p>And</p> <p>(1) 10 to 17 EL teachers at a school - Decrease of 60% or more; Increase of 90% or more.</p> <p>(2) 18 to 26 EL teachers at a school - Decrease of 38% or more; Increase of 85% or more</p> <p>(3) 27 or more EL teachers at a school - Decrease of 18% or more; Increase of 70% or more</p>	W
20	Students whose primary language is not English is larger than CBEDS enrollment	<p>The number of students whose primary language is not English (English learners and Fluent-English-Proficient) <b><i>[SUM(KINDER through UNGRADED for CDS_CODE)]</i></b> at a school is more than 5% greater than the count of all students at a school reported on the October CBEDS of the current school year.</p> <p>&gt;&gt; <b>Note:</b> This warning uses CBEDS data that has not yet been certified and will not contain data for some school districts that were late in reporting their CBEDS data.</p>	<p>Apply to schools with 10 or more ELs</p> <p>And</p> <p>When CBEDS Enrollment is not blank.</p> <p>And</p> <p>EL Students are more than 5% greater than the count of all students at a school reported on the October CBEDS of the current school year.</p>	W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
21	Teachers providing EL instruction larger than the number of CBEDS teachers	<p>The number of teachers providing English Learner instructional services (Part 5, row 34) ) <b><math>[(CLAD\_SANDE + SB\_SANDE + TRN\_SANDE + CLAD\_SONLY + SB\_SONLY + TRN\_SONLY + CLAD\_EONLY + SB\_EONLY + TRN\_EONLY) + SUM(CTC+CTC\_TRAIN)]</math></b> for all LC] is more than 5% greater than the number of teachers reported on the October CBEDS reported for the current school year.</p> <p>&gt;&gt; <b>Note:</b> This warning uses CBEDS data that has not yet been certified and will not contain data for some school districts that were late in reporting their CBEDS data.</p>	<p>Apply to schools with 5 or more EL Teachers</p> <p>And</p> <p>When number of teachers from CBEDS is not blank.</p> <p>And</p> <p>The number of teachers providing English Learner instructional services is more than 5% greater than the number of teachers reported on the October CBEDS reported for the current school year</p>	W
22	Too many EL primary language students per EL teacher	<p>The ratio of students receiving instructional services through ELD and Academic subjects through the primary language (L1) (Part 2, Row 13) <b><math>[SRVP1]</math></b> to the number of teachers providing Primary Language Instruction to EL Students (Part 5, row 29) <b><math>[SUM(CTC+CTC\_TRAIN)]</math></b> is greater than 30 students per teacher (K-6) or 150 students per teacher (7-12). Please verify that you have not under-reported teachers providing L1 instruction or over-reported students receiving L1 instruction.</p> <p>&gt;&gt; Formula: Students receiving ELD and academic subjects through L1(Part 2, row 13) / Teachers providing L1 instruction to EL Students (Part 5, row 29)</p>	<p>Apply to schools that report ELs in any of grades K-6 and no ELs in any of grades 7-12 only if more than 30 students per teacher</p> <p>Or</p> <p>For schools that report ELs in any of grades 7-12 only if there are more than 150 students per teacher</p>	W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
23	Too few EL primary language students per EL teacher	<p>The ratio of students receiving instructional services through ELD and Academic subjects through the primary language (L1) (Part 2, Row 13) <b>[SRVP1]</b> to the number of teachers providing Primary Language Instruction to EL Students (Part 5, row 29) <b>[SUM(CTC+CTC_TRAIN) for all LC]</b> is less than 10 students per teacher. Please verify that you have not over-reported teachers providing L1 instruction or under-reported students receiving L1 instruction.</p> <p>&gt;&gt; Formula:  English learners receiving ELD and academic subjects through L1 (Part 2, row 13) /  Teachers providing L1 instruction to English learners (Part 5, row 29) = English learners per teacher providing L1 instruction to English learners.</p>	Apply to schools with more than 1 teacher per language in Part 5, rows 20-27.	W
24	Part 2.B & 5.A - L1 Teachers reported in Part 5, row 29 and no ELs reported in Part 2 rows 10-14	<p>There are teachers providing primary language instruction to English learners reported in Part 5.A (row 29) <b>[SUM(CTC+CTC_TRAIN) for all LC]</b> for one or more languages of instruction and there are no English learners receiving English learner instructional services reported in Part 2.B (rows 10 through 14) <b>[SRVELD + SRV_SANDE + SRVP1SUP + SRVP1+ SRVOTH]</b>.</p>		E

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
25	Part 2.B & 5.B - ELD/SDAIE Tchrs reported in Part 5 row 33 & no ELs rptd in Part 2 rows 10-14	There are teachers providing ELD and/or SDAIE instruction to English learners reported in Part 5.B (row 33) <b>[CLAD_SANDE + SB_SANDE + TRN_SANDE + CLAD_SONLY + SB_SONLY + TRN_SONLY + CLAD_EONLY + SB_EONLY + TRN_EONLY]</b> and there are no English learners receiving ELD and/or SDAIE instructional services reported in Part 2.B (rows 10 through 14) <b>[SRVELD + SRV_SANDE + SRVP1SUP + SRVP1+ SRVOTH]</b> .		E
26	Part 2.B & 5 - ELs reported in Part 2 rows 10-13 and no Teachers reported in Part 5 row 34	<p>There are English learners receiving instructional services reported in Part 2.B (rows 10 through 13) <b>[SrvELD + Srv_SandE + SrvP1Sup + SrvP1]</b>.and there are NO teachers providing English learner instructional services reported in Part 5 (row 34) <b>[(CLAD_SANDE + SB_SANDE + TRN_SANDE + CLAD_SONLY + SB_SONLY + TRN_SONLY + CLAD_EONLY + SB_EONLY + TRN_EONLY )+ SUM(CTC+CTC_TRAIN) for all LC ]</b> .</p> <p>Occasionally teachers provide EL Services in more than one school. As specified in the "Language Census Instructions", a teacher must be counted only at one school. If you reported the teacher providing EL services at another site instead of this site, disregard this warning.</p>		W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
27	Part 2.B & 5.A - L1 Teachers reported in Part 5, row 29 and no ELs reported in Part 2 row 13	There are teachers providing primary language instruction to English Learners reported in Part 5.A (row 29) <b>[SUM(CTC+CTC_TRAIN) for all LC]</b> for one or more languages of instruction and there are no English Learners receiving ELD and academic subjects through the primary language reported in Part 2.B (row 13) <b>[SRVP1]</b> .	Apply to schools with 4 or more teachers providing primary language instruction to ELs (row 29).	W
28	Part 2.B & 5.B - ELs reported in ELD/SDAIE (rows 10- 12) and no ELD and/or SDAIE tchrs in Part 5.b	There are English learners receiving ELD and/or SDAIE instructional services reported in Part 2.B (rows 10 through 12) <b>[SRVELD + SRV_SANDE + SRVP1SUP]</b> and there are NO teachers providing ELD and/or SDAIE English learner instructional services reported in Part 5.B (row 33) <b>[CLAD_SANDE + SB_SANDE + TRN_SANDE + CLAD_SONLY + SB_SONLY + TRN_SONLY + CLAD_EONLY + SB_EONLY + TRN_EONLY]</b>  Occasionally teachers provide EL Services in more than one school. As specified in the "Language Census Instructions", a teacher must be counted only at one school. If you reported the teacher providing EL services at another site instead of this site, disregard this warning.		W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
29	Too few ELs per teacher providing instruction to ELs	<p>The ratio of English learners (Part 1, row 1 column r) <b>[TYPE = "EL"; SUM (KINDER through UNGRADED FOR CDS_CODE)]</b> to the total number of EL teachers who provide instruction to English learners (Part 5, row 34) <b>[(CLAD_SANDE + SB_SANDE + TRN_SANDE + CLAD_SONLY + SB_SONLY + TRN_SONLY + CLAD_EONLY + SB_EONLY + TRN_EONLY) + SUM(CTC+CTC_TRAIN) for all LC ]</b> is very low. Please verify that you have not over-reported teachers providing instruction to EL students.</p> <p>Teachers who have authorizations/ certificates to teach ELs but are not providing services to ELs should not be reported on this form.</p>	<p>Apply to:</p> <p>Schools with 10 or more ELs</p> <p>And</p> <p>10 or more teachers providing instruction to ELs,</p> <p>And</p> <p>not including schools reporting ELs in grades 7 through 12.</p> <p>Apply as follows:</p> <p>(1) Schools with 1 to 2 grade levels reporting ELs: Less than 10 ELs per teacher.</p> <p>(2) Schools with 3 to 4 grade levels reporting ELs: Less than 5 ELs per teacher.</p> <p>(3) Schools with 5 to 6 grade levels reporting ELs: Less than 3 ELs per teacher.</p> <p>(4) Schools with 7 or more grade levels reporting ELs: Less than 2 ELs per teacher</p>	W



LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
30	Significant Change in percent of FEPs from previous year	<p>The school's fluent-English-proficient (FEP) count [<b>TYPE = "FEP"; SUM (KINDER through UNGRADED) for CDS_CODE</b>] (Part 1, row 2, col r) as a percent of English Learners and Fluent-English proficient has decreased significantly from last year's percent. Please check that you have entered this year's FEP counts correctly.</p> <p>&gt;&gt; Formula:</p> <p>Percent FEP 2004: Total 2004 FEPs / (Total 2004 FEPs + Total 2004 ELs)</p> <p>Percent FEP 2003: Total 2003 FEPs / (Total 2003 FEPs + Total 2003 ELs)</p> <p>Change = Percent FEP 2004 – Percent FEP 2003</p> <p>&gt;&gt;<b>Note:</b> A fluent-English-proficient student is to be counted every year until the student is no longer enrolled. Also, the FEP counts are to include redesignated English learners from part 3 as long as they are still at the site on March 1 2004</p> <p><b>Note to CSIS:</b> Ensure that if the FEP counts for a year are 0, the Percent FEP calculation returns a 0 percent.</p> <p><b>Note to CSIS:</b> Implementation of this edit check requires using the <i>Language Census Historical Data File Layout</i> from the <i>CDS-CSIS Reference File Formats Document</i>.</p>	For schools where Percent FEP 2004 – Percent FEP 2003 > .1	W

LC DEA Code	Title	Description	Trigger	(E)rror (W)arning
31	Students redesignated equals or exceeds the total FEP count	The number of English learners redesignated as FEPs <b>[REDESIG]</b> in Part 3 (row 17) is equal to or greater than the number of FEPs counted in part 1, row 2, col r. Please ensure that you have reported all currently enrolled FEP students, including those redesignated during the current year and previous year		W
32	Alternative Course of Study and Primary language instruction counts do not agree	Counts of English learners enrolled in an alternative course of study <b>[SETALTCRSE]</b> and English Learners receiving ELD and SDAIE through the primary language <b>[SRVP1]</b> are not within 20%	Absolute value of $(SETALTCRSE - SRVP1) / SRVP1 > .2$	W
33	Parental Waiver and Alternative Course of Study counts do not agree	Counts of English learners enrolled in an alternative course of study <b>[SETALTCRSE]</b> and total of parental waivers <b>[PARWAIVGRNT]</b> are not within 20%	Absolute value of $(SETALTCRSE - PARWAIVGRNT) / PARWAIVGRNT > .2$	W
34	Parental Waiver, and Primary language instruction counts do not agree	Counts of English Learners receiving ELD and SDAIE through the primary language <b>[SRVP1]</b> and total of parental waivers <b>[PARWAIVGRNT]</b> are not within 20%	Absolute value of $(SRVP1 - PARWAIVGRNT) / PARWAIVGRNT > .2$	W